

U.S. Department of Energy
Memorandum of Understanding
Between the EM Office of Standards and Quality Assurance and the
Environmental Management Consolidated Business Center

I. Purpose

The Environmental Management (EM) Office of Standards and Quality Assurance (OSQA) and the Environmental Management Consolidated Business Center (EMCBC) enter into this Memorandum of Understanding (MOU) to set forth the authorities, responsibilities and procedures for the management of the EM Centralized Training Platform Project, the mission of which is to accomplish the goals of the Quality Assurance Improvement Initiative.

II. Background

The Department of Energy (DOE) expertise in quality assurance (QA) is in significant need of improvement, with re-emphasis on QA principles. Since the 2007 establishment and subsequent implementation of the EM Quality Assurance Improvement Initiative, the need for trained QA specialists and personnel familiar with the role of QA in integrated safety management and project management has become critical. The EM Quality Assurance Program (QAP), as promulgated in 2008, has caused EM Field Offices to focus on training in-house personnel to perform these functions necessary to implement the QAP. Accordingly, the EM Centralized Training Platform (also known as the Academy) was established in 2008 to offer basic QA training, audit training, and coaching and mentoring (see the EM Centralize Training Project Plan Revision 0). In addition, the Academy was established to support the EM QA Improvement Initiative to enhance QA awareness, functionality, capabilities, and oversight in the EM complex. Overall management of the Academy and core functions, such as the development of requirements and course content, will be retained by OSQA. Other Core functions, including training coordination, database management, and SME assistance, will be provided by the EMCBC.

In addition to providing basic QA training, the Academy will provide training to satisfy the need for Subject Matter Experts (SMEs) in the areas of Software Quality Assurance (SQA) and in Commercial Grade Dedication of Items and Services (CGD). The Academy will address the lack of a process that produces SMEs for these areas; specific courses will be offered through the Academy to provide an entry-level working knowledge of SQA and CGD. These classes will be offered to both the EM federal and contractor (prime and lower tier) employees.

U.S. Department of Energy
Memorandum of Understanding
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Environmental Management Consolidated Business Center

EM prime contractor organizations require a greater number of trained competent QA professionals and, subsequently, the EM Academy can be utilized by prime contractor organizations to fulfill this need. The EM Program vision, however, is to expand the Academy's training scope outside of the EM federal and prime contractor communities in order to positively impact existing and potential nuclear suppliers (lower tier subcontractors) in targeted geographic areas such as the Hanford Reservation and the Savannah River Site. This is necessary to broaden the base of qualified nuclear suppliers available to competitively compete for EM work.

Further, the Academy will provide DOE/EM interns (students) and practicing QA professionals with a learning experience that enhances their capability in the QA area and broadens their options for career development, especially in the EM Program. Implementation of the Project Plan through the Academy is intended to reach federal and prime contractor employees, nuclear suppliers and academic institutions to enhance the availability of QA resources for the EM Program.

III. Scope

This MOU serves as an umbrella agreement that sets forth the general terms and conditions under which the Parties will coordinate and cooperate in the allocation of resources and responsibilities to accomplish the five primary objectives of the Academy, as follows:

1. Develop a consistent and systematic approach to training personnel so that expertise is developed in the EM Program (federal and contractor staff) to adequately implement, maintain, and oversee implementation of compliant and effective QA programs.
2. Offer a consistent methodology for training EM and other personnel in basic QA competencies for successful qualification to the Technical Qualification Standards for QA personnel (as applied to DOE Defense Nuclear Facilities) and achievement of Lead Auditor certification in accordance with ASME NQA-1-2004 and Addenda through 2007 (NQA-1) requirements.
3. Develop training for SMEs with an entry-level knowledge of CGD and SQA to enhance the expertise available to EM Headquarters and Field elements in these areas.
4. Provide existing and potential nuclear suppliers with NQA-1 training to ensure that qualified nuclear suppliers to EM sites have an adequate understanding of DOE and EM QA requirements and expectations.
5. Provide DOE/EM interns, and practicing QA professionals with a learning experience that enhances their capability in the QA area and broadens their options for career development.

U.S. Department of Energy
Memorandum of Understanding
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Environmental Management Consolidated Business Center

IV. Programmatic Responsibilities

The parties agree that:

The EM Office of Standards and Quality Assurance will be responsible for management and oversight to:

- Maintain primary contact with internal and external organizations.
- Support internal EM review of project deliverables.
- Identify a suite of courses that will be included in the Academy and provides the following to EMCBC:
 - Requirements and course content for CGD training
 - Requirements and course content for SQA training
 - Requirements and course content for suppliers QA training, including the 4-hr QA Introductory Course and a 40-hr NQA-1 Course
 - Requirements and course content for a 4-hr QA Introductory Course to Federal Project Directors and Integrated Project Teams
 - Identify SMEs and instructors for the needed subject areas (SMEs are not required to be from EM-64)
 - Qualification requirements for Phase IV Mentors
 - Qualifying Officials for Phase IV Mentors
- Work with the academic community to develop the following:
 - Requirements and course content for a QA Certificate Program
 - Requirements and course content for an Associates Degree in QA
 - Required EM commitment level along with a Memorandum of Understanding (MOU) with the academic community, subject to EM internal review
 - SMEs and instructors to assist in the implementation of QA Certificate or Associates Degree Programs - these may be the same individuals as those identified for training internal to DOE

The EM Consolidated Business Center (EMCBC) will be responsible for implementation of training, including:

- Support internal EM review of project deliverables.
- Assist EM-64 in developing requirements and course content for:
 - QA Certificate and Associates Degree Programs
 - CGD training
 - SQA training
 - Suppliers QA training. This includes a 4-hr QA Introductory Course and a 40-hr QA Course
 - 4-hr QA Introductory Course to Federal Project Directors and Integrated Project Team members

U.S. Department of Energy
Memorandum of Understanding
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- Qualification of Phase IV Mentors
- Assist in providing SMEs and instructors to assist regional academic institutions in implementing QA Certificate or Associates Programs.
- Develop and maintain a database to track all Academy Trainees at the following points:
 - Satisfactory completion of Phase I classroom training
 - Completion of two (2) Phase II on-the-job audits
 - Completion of three (3) additional audits as the Lead Auditor-under instruction (may not be the same as audits used to satisfy Phase II requirements)
 - Total elapsed time for the five (5) audits used to certify Lead Auditors.
 - Assist in compiling Certification documentation for Lead Auditors
 - Mentor visits as they are requested and completed
- Develop and maintain a database of certified NQA-1 Lead Auditors within EM including periodic recertification.
- Provide logistical support to track any audits certified Lead Auditors perform on as either an auditor or Lead Auditor.
- Provide an annual recommendation of Lead Auditor proficiency and assist in compiling documentation for Lead Auditor certification extensions.
- Provide logistical support in the scheduling and tracking for Phase II audit participation and Phase III audit participation.
- Develop and maintains a database of certified Phase IV Mentors.
- Maintain all Academy training courses and coordinate periodic updates with SMEs.
- Provide logistical support in the planning, notification, sign-up, and delivery of all Academy training.

V. Funding Profile

EM Centralized Training Platform funds are provided in the Headquarters Non-Labor Resources annual budget for the Office of Safety Management and Operations (EM-60). The approved funding covers the cost of instructors, training materials, training coordination, database management and other logistics at the EMCBC as provided in Section IV of this Memorandum.

VI. Terms of Understanding

The duration of this Memorandum shall be as set forth in the April 2009 EM Centralized Training Platform Project Plan. This Memorandum shall be reviewed by the parties on an annual basis to determine whether it remains current and whether it effectively and appropriately enhances implementation of the Quality Assurance Improvement Initiative. The annual review will be conducted by meeting or conference call, as may mutually be agreed to by the parties.

U.S. Department of Energy
Memorandum of Understanding
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The terms of this agreement may be renegotiated or cancelled at any time at the initiative of either party, following at least 30 days written notice to the other party. Either party may propose changes to this agreement during its term. Such changes will be in the form of a written amendment and will become effective when signed by authorized representatives of the EMCBC and EM-64.

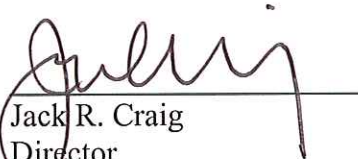
VII. Administration

Nothing in this agreement shall be considered as obligating either party to expand funds or involve the United States Government in any contract or other obligation for future payment of money in excess of appropriations authorized by law and administratively allocated for this work. Conflicts between parties concerning the procedures in this agreement, programmatic or fiscal responsibilities will be referred to the next highest level, as necessary, for resolution.

VIII. Office Contacts

The Senior Executive for this initiative is the Director of the Office of Standards and Quality Assurance (EM-64) (Ms. Sandra Waisley). The Project Manager reports to EM-64 (Mr. David Faulkner). Logistical support is provided by the Director of the Office of Logistics Management, EMCBC (Mr. Timothy J. Jackson). The Team Leader for Environment, Safety, Health and Quality at the EMCBC will serve as team leader responsible for quality training (Mr. Ken Armstrong). These individuals constitute the core team for the QA Improvement Initiative and will cooperate to assure the coordinated and timely completion of the Academy's milestones, as set forth in the Academy's Project Plan.

IX. Approval



Jack R. Craig
Director
EMCBC



Sandra Waisley
Director
Office of Standards and Quality Assurance

7/7/09

Date

7/7/09

Date